

DOT Transerve Smart Benefits Application



New___ Withdrawal___ Change___

Smart Benefits is an “electronic” way to receive your Metrochek transit benefits. Your Metrochek benefits are electronically added each month to your METRO registered SmartTrip card. The SmartTrip card is a permanent plastic farecard that you register with METRO at the time of purchase with your name, address and password.

Rules of Smart Benefits Participation

1. Any Federal employee who is a Metro Rail, Metro Bus or a registered Smart Benefits vanpool rider and are enrolled in a participating TranServe agency may join this Smart Benefits program.
2. All Federal employees who participate in the SmartBenefits Program must authorize DOT to verify the accuracy of the name assigned to their SmartTrip Card.
3. SmartBenefits are available to participating riders on a monthly basis.
4. Vanpool benefits will be directly deposited into your specific vanpool operator’s account monthly following the participant’s one time on-line designated authorization at WMATA.com after this application is processed.
5. SmartBenefits for rail and bus riders are available to recipients on a monthly basis to be claimed at any time during the month by downloading the benefit to their SmartTrip card at METRO Passes/Fare cards machines. Existing balances will remain on your card. Benefits may not be claimed for past or future month.
6. Funds may not be removed from a SmartTrip card once they have added them to a SmartTrip account. If participants change agencies or leave Federal service it is their personal responsibility to financially complete their benefit obligations based on specific agency policies.
7. Federal employees must have a **METRO REGISTERED** SmartTrip card and provide the serial number of the card. If you have not registered your card or are unsure that it is registered, you may do so by calling METRO at (202) 962-5719.
8. All participants must provide a **legible** photocopy of the **back** of their registered SmartTrip card with their completed application.
9. Applications must include all required information for program participation.
10. The Smarttrip team will process applications, register Smarttrip cards, and complete initial Vanpool participation registration through WMATA.com for all thoroughly completed applications.
11. **SmartTrip members MUST inform WMATA.com and the Smart Benefits team if they leave or change their registered vanpool before the end of the last month of riding. Riders are responsible for canceling vanpool participation**

If you don’t currently have a SmartTrip card, you can purchase one via mail, online, or at Metro’s sales offices and area transit stores. **Be sure to register it at time of purchase.**

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What type of Mass Transportation do you use? Please circle

Metro Rail **Metro Bus (SmarTrip reader installed)** **Registered Vanpool**

➤ **What Federal agency are you employed by**_____

Van Pool Operator/Company_____

Van Pool registration number with WMATA_____

All information required below must be clearly legible to assure accurate data processing of program participation

First /Last Name: _____ **DOB: mm/dd/yy**_____

Work E-Mail Address: _____

Address (must match Smartrip card registration address, including zip code)

Last Four SSN: _____ **Work Phone:** _____

Applicant Signature: _____

Monthly Transit Cost NOT including parking: \$_____

Registered Smartrip card # _____

5 digit password for SmarTrip card registration in WMATA_____

Please attach a copy of the back of your SmarTrip card with the serial number showing clearly with this application.

**To be filled out by
Agency Transit Coordinator**

Authorizing Signature_____ **Admin/Agency Code**_____

Authorized Starting Month_____ **Authorized Smart Benefit Subsidy Amount**_____

PRIVACY ACT STATEMENT: This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a public transit fare benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved. This information will be matched with lists at other Federal agencies of Government-assigned parking to ensure consistency with mode of transportation checked.

April 2004 (Revised)
(Other forms obsolete)